



**Controller's Office  
Program Expense Card Request Form**

**ELIGIBILITY REQUIREMENTS:**

- ▶ All expenses must be approved University program expenses
- ▶ Applicant must be a USC employee
- ▶ Department Head approval
- ▶ Training Session Attendance
- ▶ Signature on Cardholder Agreement (upon issuance of card)

Please email completed form to: [Cards@mailbox.sc.edu](mailto:Cards@mailbox.sc.edu)

SECTION I. CARDHOLDER INFORMATION	
LEGAL FIRST AND LAST NAME REQUIRED	
LAST NAME	CAMPUS
FIRST NAME	DEPARTMENT NAME
CELL PHONE	DEPARTMENT ADDRESS
OFFICE PHONE	
EMAIL	CARDHOLDER LIAISON(S) - NAME & USC ID
USC ID	

SECTION II. CHARTFIELDS			
OPERATING UNIT	DEPARTMENT	FUND	CLASS

SECTION III. INTENDED USE OF CARD	
UNIVERSITY PROGRAM	GIFT CARDS & INCENTIVES

As cardholder, I will always treat the USC Program Expense Card with at least the same level of care as personal credit cards. The card will be maintained in a secure location and the card account number will be carefully guarded. I will be the only person entitled to use the card. I fully understand the intent of this program and will comply with all guidelines on the Program Expense Card as well as USC policies and procedures related to the expenditure of University funds. I will maintain all receipts and records for proper reconciliation of all transactions. I understand if proper documentation is not provided or if funds are used for unauthorized expenses, the Payroll Department can deduct the outstanding balance from future payroll check(s) and the card may be suspended.

**CARDHOLDER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

SECTION IV.	Please select one Spend Profile below
	1. \$1K Single Transaction Limit - \$1K Limit/Month
	2. \$2K Single Transaction Limit - \$2K Limit/Month
	3. \$3K Single Transaction Limit - \$5K Limit/Month
	4. \$5K Single Transaction Limit - \$10K Limit/Month**
	5. \$5K Single Transaction Limit - \$15K Limit/Month**

\*\* Requires justification for higher limit and approval by Controller's Office

I hereby delegate transaction authority to the above cardholder and agree that the department liaison responsible for the associated department will be responsible for reviewing transactions of the cardholder to ensure the appropriate use and classification for University expenditures.

**DEPARTMENT HEAD PRINTED NAME** \_\_\_\_\_

**DEPARTMENT HEAD SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Controller's Office Use Only:**

Card Order Date: <input style="width: 90%;" type="text"/>	Spend Profile Assigned: <input style="width: 90%;" type="text"/>
Card Received By: <input style="width: 90%;" type="text"/>	Date Card Received: <input style="width: 90%;" type="text"/>